



## **Request for Proposals**

### **Denison Park Splash Pad**

Issued: **Tuesday, April 26, 2022**

Prepared By:  
City of Cleveland Heights Parks and Recreation Department  
Cleveland Heights, Ohio

Joseph McRae, Parks and Recreation Director  
216-691-7260 or [agriffith@clevelandheights.gov](mailto:agriffith@clevelandheights.gov)

**PRE-PROPOSAL MEETING:** (Optional) **Tuesday, May 10, 2022 at 10:00 am**, at Denison Park Picnic Shelter. Interested vendors can tour the location separately.

**PROPOSALS DUE BY: 5:00 pm, Tuesday, May 31, 2022**  
Cleveland Heights Community Center, 1 Monticello Blvd, Cleveland Heights, Ohio, 44118. **Please submit 4 print copies and 1 digital copy on a flash drive to attention of Joe McRae, Director.**

## Overview

The City of Cleveland Heights, Ohio (hereafter referred to as “City” or “Cleveland Heights”) owns and operates Denison Park, located at 1015 Quarry Dr. in Cleveland Heights, Ohio. It is located at the corner of Monticello Blvd & S. Belvoir Rd. Denison Park, features playground equipment, picnic shelters, restrooms, baseball fields, and tennis courts.

The successful vendor for this exciting opportunity will have the responsibility to work with the City Parks and Recreation staff as well as community stakeholders such as residents, elected officials, appropriate boards and commissions and community groups to design and install new inclusive (all abilities) 2-10-year-old splash pad. The splash pad design should meet all required CPSC and ASTM safety standards and ADA accessibility standards.

This Request for Proposal consists of the design, supply and installation of a Splash Pad. In conjunction with the Splash Pad, Proposers will be expected to provide conceptual and detailed design, supply and installation of splash pad equipment as necessary for the complete functioning of the splash pad system. In addition, it is required that incidental and minor items, specified or implied by the nature of this type of work, be completed within the Proposer’s scope of work. The vendor selected will have best demonstrated their related experience in designing and building an all-inclusive Splash Pad. The selection criteria which will include (proposed splash pad design, price, timeframe for project completion, experience working with community stakeholders, equipment warranty) shall be used to measure how well each vendor has met the desired requirements and qualifications. The award will be based on evaluation of the selection criteria. The City reserves the right to accept or reject any proposal as it deems appropriate.

By submitting this RFP, the vendor agrees in advance that if it is the selected vendor, it agrees to enter into an agreement with terms similar to the City’s standardized agreement and will operate according to the terms and conditions outlined in the agreement. Vendor may suggest contract amendments, but the City, in its sole discretion, may accept or reject any proposed amendments without waiving the City’s absolute right to require the terms of the contract.

The successful vendor shall comply with and perform the services in accordance with all applicable Federal, State and Local City laws including, without limitation, all City codes, ordinances, standards and policies as now existing or hereafter adopted or amended including but not limited to the following:

- Federal, State and Local safety and licensing laws related to Splash Pad design and installation;
- City code provisions requiring any person or entity doing business in the city to obtain a business license and/or construction permit; and
- City Parks and Recreation policies.
- Prevailing Wage requirements

The City is seeking vendors that best demonstrate the ability to provide innovative, affordable, safe and inclusive Splash Pad equipment services to our diverse park patrons.

## A. Proposal Submission Requirements

1. Proposals shall be submitted as follows:
  - a. Proposals shall be submitted on the Proposal Forms in this Request for Proposals (RFP).
  - b. Proposals must be received for consideration by the City, at the Cleveland Heights Community Center, 1 Monticello Blvd., Cleveland Heights, Ohio 44118, by no later than **5:00 p.m., on Tuesday, May 31, 2022. Attention: Joe McRae, Director**
  - c. An electronic copy (submitted via flash drive) as well as 4 print copies of the proposal and any supporting materials shall be submitted.
  - d. Proposals shall clearly indicate the legal name, address, telephone number, e-mail address, website, if any, and fax number of the submitting entity (e.g., company, partnership, or individual) on the title page.
  - e. Proposals shall bear an original signature, being signed above the typed or printed name and title of the signer. Proposals must be signed by an officer of the business authorized to bind the Vendor to a contract.
  - f. Each proposal must be submitted in a sealed envelope plainly marked as follows:  
“City of Cleveland Heights Parks and Recreation Department - Submission of Proposal for Denison Park Splash Pad”
  - g. Any proposals received after the time and date due will not be considered. It shall be the sole responsibility of the submitting entity to have the proposals delivered to the Cleveland Heights Community Center for receipt on or before that date and time.
2. An optional pre-proposal meeting will be held at the Denison Park Picnic Shelter on **Tuesday, May 10, 2022 at 10 am** for an overview of this bid. Vendors will be permitted to tour of Denison Park at their own leisure. Meeting attendance is not mandatory.
3. Obtaining Forms: RFP documentation may be obtained on the City website [www.clevelandheights.com](http://www.clevelandheights.com).
4. Questions: Questions may be submitted, by email only, to Director of Parks & Rec, Joe McRae at [agriffith@clevelandheights.gov](mailto:agriffith@clevelandheights.gov). Answers will be sent periodically, as the City determines it is necessary, to all parties requesting this RFP.
5. Proposals shall include the following:
  - a. Proposal Form attached to this RFP, fully completed and signed.
  - b. A narrative providing at minimum:
    - (i) A description of the vendor’s history of successful inclusive Splash Pad equipment design and installations at other similar locations. Vendor shall submit a written history of work with municipalities. This narrative shall include projects which are similar in nature to the type of work being solicited for which the proposer had direct control and was charged with full responsibility of the outcome.
    - (ii) Vendor shall define its pricing philosophy for the installation of the new Splash Pad.
    - (iii) A description of the background of the company, including, but not limited to, the following:
      - (A) Number of years’ experience;
      - (B) Number of employees;
      - (C) Names of those authorized to represent the company;

(D) List and pictures of recently completed splash pad equipment projects

- c. All attached forms fully completed and signed as required for each form.
- d. At least three references (Ohio references preferred), including contact information. See attached form.

#### **Request for Proposal (RFP) and Contract Award Timeline**

|  |   |
|--|---|
| <b>Distributed RFP</b>                   | <b>4/26/2022</b>                              |
| <b>Optional Job Walk/Pre-bid Meeting</b> | <b>5/10/22 - onsite at 10:00am</b>            |
| <b>Deadline to submit questions</b>      | <b>5/13/22 by 5:00pm</b>                      |
| <b>RFP Response to Questions</b>         | <b>5/20/22</b>                                |
| <b>Submission Deadline for Proposals</b> | <b>5/31/22 by 5:00pm</b>                      |
| <b>Approval</b>                          | <b>June 2022 (approximate)</b>                |
| <b>Contractor Start Date</b>             | <b>Negotiable (no later than Spring 2023)</b> |

#### **B. Project Budget:**

1. **TOTAL PRICE:** Proposals for the splash pad are to be tailored not to exceed the City's budget limit of \$225,000.00 (including 10% contingency) inclusive of all design, demolition, removal, materials, labor, taxes, installation, training and are subject to budget approval.

#### **C. Evaluation and Qualifications**

1. All qualified submissions received by the deadline will be analyzed by the City according to the criteria outlined in this RFP. Failure to comply with the provisions of the RFP may cause a proposal to be rejected.
2. The City reserves the right to (a) accept or reject any and/or all submissions of proposals; (b) to waive any irregularity, technicality, informality or discrepancy in a proposal; (c) accept any alternative submission of proposals presented, which in its opinion, would best serve the interests of the City; (d) give full and proper evaluation of the Vendor or team presenting the proposal. The City shall be the sole judge of the proposals, and the resulting negotiated agreement that is in its best interest, and its decision shall be final.
3. Vendor must have demonstrated past experience with municipal splash pad design and installation. Must also have experience working with community stakeholders.
4. **Evaluation Criteria:** Proposals shall be evaluated based on qualifications, the quality of products and proposed splash pad design, price, timeframe for project completion, experience working with community stakeholders, equipment warranty/maintenance, and references.

#### **D. Scope of Services to be Provided**

##### **Scope of Work – General**

Proposers will be expected to provide conceptual and detailed design, supply and installation of splash pad equipment as necessary for the complete functioning of the splash pad system. In addition, it is required that incidental and minor items, specified or implied by the nature of this type of work, be completed within the Proposer's scope of work.

1. Propose the design of a new Splash Pad for 2-10-year-olds. The splash pad must be operable “on-demand” during established operating times by means of accessible above-grade push buttons on a weather and vandal-resistant activator. At-grade activators are not acceptable.
2. The controller shall be programmed with an automated sequencing of water features that is initiated by the activator. Each sequence shall include a minimum of two (2) minutes of features control and shall involve multiple water elements. Programming shall be completed by the Proposer
3. Provide an itemized list of services, equipment and costs to complete the project.
4. Detailed description of water conservation features (recycling water, etc.) utilized in design, and estimate of annual water usage per operating season (provided in cubic meters).
5. Work with City staff to facilitate a community meeting with stakeholder groups (kids that live in the Denison area) to get input on colors or small amenity changes to design.
6. Plan, schedule and install new Splash Pad as soon as possible. Obtain necessary construction permits, conduct any needed site prep such as underground utility location.
7. Attend and participate in community ribbon cutting event for new splash pad – Date to be determined, based on installation time frame.

#### E. Miscellaneous

1. **Indemnification:** Vendor shall protect, indemnify and hold the City harmless from and against all liabilities, damages, losses, claims, actions, costs and expenses of any nature resulting from injuries or damages to persons or property on or about the City property arising out of or in any manner connected with the use, condition or occupancy of the City property by Vendor or any act or omission of Vendor, its agents, vendors or employees.
2. **Insurance:** Vendor agrees to maintain, at its expense, at all times during the project on City property, comprehensive general liability insurance, with a minimum amount of \$1,000,000 per occurrence, properly protecting and indemnifying the City and naming the City as an additional insured, written by insurers licensed to do business in the State of Ohio. Vendor shall provide the City a certificate of such insurance, which shall provide that the insurer shall not cancel or alter the policy without giving the City written notice at least thirty (30) days in advance.
3. **Liability:** Vendor agrees that all property of Vendor in, on or about the City property shall be at the sole risk and hazard of Vendor. The City shall not be liable or responsible for any loss, injury or damage to Vendor or any property or business of Vendor, including any theft or damage caused by any invitees, vendors, employees or members of the public.
4. **Oversight:** All work performed by the Vendor under the contract shall be under the oversight of the Cleveland Heights Director of Parks and Recreation or his designees.
5. **Independent Vendor:** The Vendor hereby acknowledges that it is an independent contractor and neither it nor its employees or agents are employees of the City. The Vendor shall be responsible for the payment or withholding of any federal, state or local taxes, including, but not limited to, income, unemployment, and workers’ compensation, and the City will not provide, or contribute to any plan which provides for benefits, including but

not limited to unemployment insurance, workers' compensation, retirement benefits, liability insurance or health insurance. All individuals employed by the Vendor who provide services to the City are not public employees under Ohio state law.

# PROPOSAL FORM

Submit this Form, completely filled out and signed, along with your completed Proposal, which must include the below listed items in the Request for Proposal.

**Proposal must include the following items:**

\_\_\_\_\_ Initial that a company narrative is included that details the history of professional municipal splash pad design and installation services including years of experience and company background information.

\_\_\_\_\_ Initial that the proposal includes a proposed splash pad design concept complete with sample drawings for evaluation.

\_\_\_\_\_ Initial that an itemized list of costs is included with this proposal that clearly defines all costs for project completion.

\_\_\_\_\_ Initial that vendor, if selected, will work with the City to facilitate community engagement activities to gain feedback from local stakeholders such as the local elementary school, churches and neighborhood groups.

\_\_\_\_\_ Initial that vendor, if selected for the project, agrees to complete the Denison Park Splash Pad upgrade project as soon as possible.

**References:**

Provide at least three (3) references for splash pad design and installation services

|   |                    |
|---|--------------------|
| 1 | Client Name:       |
|   | Address:           |
|   | Email:             |
|   | Phone:             |
|   | Services Provided: |
|   |                    |
| 2 | Client Name:       |
|   | Address:           |
|   | Email:             |
|   | Phone:             |
|   | Services Provided: |
|   |                    |

|   |                    |
|---|--------------------|
| 3 | Client Name:       |
|   | Address:           |
|   | Email:             |
|   | Phone:             |
|   | Services Provided: |
|   |                    |

The City reserves the right to award a concession(s), at its sole discretion, to re-issue an RFP, or to cancel the project of seeking a vendor.

**Vendor Information:**

Company Legal Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_